



TRUSTLINE REGISTRY

The California Registry of In-Home Child Care Providers

Subsidized Application



WHAT IS THE TRUSTLINE REGISTRY?

Trustline was created by the California Legislature to offer parents, employment agencies, child care resource and referral programs, and child care providers access to a background check conducted by the California Department of Social Services (CDSS). This includes a check of the California Criminal History System and Child Abuse Central Index (CACI) at the California Department of Justice (DOJ) and a check of Federal Bureau of Investigation (FBI) records. The Trustline Registry is maintained by CDSS and may be checked through the California Child Care Resource and Referral Network (CCCRRN) by calling 1-800-822-8490.

The CDSS, the CCCRRN, local child care resource and referral programs, parents and child care providers have worked together to develop the TrustLine Registry. The TrustLine Registry is made up of child care providers who have submitted an application and their fingerprints to the CDSS TrustLine clearance process. Individuals listed on TrustLine do not have: 1) disqualifying criminal convictions listed on the California Criminal History System; 2) substantiated reports of child abuse listed on the CACI and 3) disqualifying criminal convictions listed on the FBI Criminal History system. All reports of child abuse found in the CACI will be confirmed with local contributing Child Protective Agencies before they are used to evaluate a TrustLine applicant.

TrustLine is for parents and for in-home and license exempt child care providers. An in-home child care provider provides care in the child's home (i.e., babysitters, nannies, au-pairs). A license-exempt child care provider is an individual who provides child care in his or her own home and is not required to be licensed by the CDSS.

HOW TRUSTLINE BENEFITS PARENTS

Parents know they must be very thorough when selecting someone to care for their child. They interview carefully, check references and evaluate the provider's character using their own good judgment. The TrustLine Registry gives parents one more tool to use when it comes time to choose a child care provider.

Parents can call 1-800-822-8490 between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday to determine if the child care provider s/he is considering has registered with TrustLine. If the individual has not yet registered, information on how a provider can apply for TrustLine will be provided.

HOW TRUSTLINE BENEFITS PROVIDERS

When you interview with parents as a caregiver for their children, you answer questions and supply references. Being registered on TrustLine offers added reassurance and demonstrates to parents that you are serious about your profession as a child care provider.

If no disqualifying criminal convictions are found on the California Criminal History System, and no reports of substantiated child abuse are found on the Child Abuse Central Index, your name will be placed on the TrustLine Registry pending the FBI check. If you are not listed on the TrustLine Registry because of a disqualifying conviction or a substantiated child abuse report, the CDSS offers an appeal process to allow you to demonstrate your good character. If the appeal is decided in your favor, you will be placed on the TrustLine Registry.

Once you are registered with TrustLine, failure to notify the TrustLine Registry Program of a change of mailing address within 10 days of your move will result in your name being removed from the Registry.

For more information call TRUSTLINE at 1-800-822-8490.

HOW TO APPLY

To become listed on the TrustLine Registry, you must complete the attached application and follow the fingerprint instructions for either the Live Scan, or Manual or Transfer Process.

LIVE SCAN PROCESS - Complete this application and the Live Scan application form. Schedule an appointment to have your fingerprints scanned with either the Community Care Licensing (CCL) Live Scan vendor at **1-800-315-4507** or at a local Department of Justice Live Scan site - either a Police Department or Sheriff's Office. Take the Live Scan form with you to the Live Scan site. You must contact the CCL Live Scan site at least 24 hours in advance if you are unable to keep your appointment. Failure to do so will result in a fee upon your rescheduled appointment. Submit the completed TrustLine application form and a copy of the Live Scan form to the address listed in Box 10 on the TrustLine application form or contact **1-800-822-8490** for information.

Processing Fees:

- Community Care Licensing Live Scan site: There will be no fee charged.
- Police or Sheriff's Live Scan site: The only fee charged will be the cost of having the prints rolled or scanned. This fee varies by site and is paid to the law enforcement agency. No other fees will be charged.

MANUAL PROCESS - Complete this application and have your fingerprint impressions placed on one TrustLine fingerprint card (FD 258) by a local law enforcement agency or fingerprint service. Submit the completed application and fingerprint card to the address listed in Box 10 on the TrustLine application form or contact **1-800-822-8490** for information.

Processing Fees: The only fee charged will be the cost of having the prints rolled or scanned. This fee varies by site and is paid to the law enforcement agency or fingerprint service. No other fees will be charged.

TRANSFER PROCESS - If you are currently licensed by the Community Care Licensing Division or working in a facility licensed by Community Care Licensing, you may transfer your criminal history clearance from Community Care Licensing Division to the TrustLine Registry Program. Check the appropriate boxes in section 8 and submit the completed TrustLine application form along with a photocopy of your I.D. to the address listed in Box 10 of the TrustLine application form or contact **1-800-822-8490** for information. If you are transferring your background clearance from a non-child care facility type, a Child Abuse Central Index check will be conducted. NOTE: This does not apply to county licensed facilities.



TRUSTLINE REGISTRY

IN-HOME/LICENSE EXEMPT CHILD CARE PROVIDER PROGRAM CALIFORNIA DEPARTMENT OF SOCIAL SERVICES BACKGROUND CHECK APPLICATION



(See the back of the cover sheet for further instructions. Use a ball point pen and print clearly.)

1. NAME: LAST	FIRST	MIDDLE				
2. LIST ALL OTHER NAMES YOU HAVE EVER USED, SUCH AS MAIDEN OR ALIASES. (AKAs)						
3. RESIDENCE ADDRESS:	STREET	APT#	CITY	STATE	ZIP CODE	COUNTY
4. MAILING ADDRESS (IF DIFFERENT):	P.O. BOX/STREET	APT#	CITY	STATE	ZIP CODE	COUNTY
5. DATE OF BIRTH	SEX	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	
6a. SOCIAL SECURITY NUMBER (Voluntary)			6b. DRIVER'S LIC OR ID# / ALIEN REG/OUT-OF-STATE ID# (Required)			
7. TELEPHONE NUMBERS: (Include Area Code) DAY:			EVENING:			
8. TRANSFER PROCESS: Are you currently licensed or working in a facility licensed by California Department of Social Services Community Care Licensing or have you worked in a licensed facility within the last two years? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, do you want to transfer your Criminal History clearance from Community Care Licensing to TrustLine? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, fingerprints are not required.) Enter the Facility number. Facility # or Personal Identification # _____ (Include photocopy of I.D.)						

9. **You must answer the following question. If your answer is "yes", mark the "yes" box and attach a detailed statement describing the crime(s) and/or child abuse investigation, the approximate date, location, court, and the sentence, if any. Also, attach any relevant documents. If the answer is "no," mark the "no" box.**

Have you ever been convicted of a criminal offense including entering a plea of Nolo Contendere or No Contest or have you ever been involved as a suspect in a child abuse investigation? **(You must disclose any conviction which has been dismissed or removed under Penal Code Section 1203.4)** ☐ YES ☐ NO

By submitting this application to the California Department of Social Services (CDSS), you are consenting to have the CDSS: 1) conduct a background examination for criminal convictions; 2) conduct a search for incidents of child abuse reported to the Child Abuse Central Index (CACI) maintained by the California Department of Justice (DOJ); and 3) conduct a criminal background check with the Federal Bureau of Investigation (FBI). All reports of child abuse found in the CACI will be confirmed with the local contributing Child Protective Agency before a report is used to evaluate a TrustLine applicant. Upon becoming a registered TrustLine provider, your name will be entered onto the TrustLine Registry that is maintained by the CDSS. Once registered, CDSS will review and evaluate subsequent reports of criminal convictions, and reports of child abuse sent to the CACI. Your status on the TrustLine registry may be checked through the California Child Care Resource and Referral Network (1-800-822-8490) by parents, employment agencies, transport/escort agencies and child care resource and referral agencies relative to the findings of the background check, as permitted by law.

I understand that any false statements or declarations may result in the denial of my application. Therefore, I declare under penalty of perjury under the laws of the State of California that the information supplied on this application is true and correct. To verify that you have read and understood the above information, your signature is required.

Signature

Date

Forward this application along with a fingerprint card or a copy of the live scan form to the address listed in Box 10.

10. Return the application to this address.	11. County Welfare Department Stage 1 and Cal Learn ONLY County: _____ County ID: <input type="checkbox"/> 2 <input type="checkbox"/> <input type="checkbox"/> CalWORKs Child Care Program: Stage 1 _____ Cal Learn _____ Case Number(s): 1) _____ 2) _____ County Worker Name: _____ Worker Phone No: _____ PRINT _____ Date: _____ SIGNATURE _____
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12. Child Care Resource and Referral/Alternative Payment Program Use Only Payment Program: Stage 1 _____ Stage 2 _____ Stage 3 _____ CCDBGAPP _____ GFAPP _____ County: _____ ID# _____ Child Care Resource and Referral Program: _____ ID# _____ Alternative Payment Program (including CWDs w/APP contracts with CDE and Community Colleges): _____ ID# _____ Case number(s): 1) _____ 2) _____ County Worker Name: (If Applicable) _____ Worker Phone # _____ The undersigned R&R staff have verified eligibility for participation in the subsidized TrustLine Program.

R&R NAME (PRINT)

R&R SIGNATURE

DATE

TRUSTLINE REGISTRY APPLICATION

INSTRUCTIONS FOR SUBSIDIZED APPLICANTS

PRINT ALL INFORMATION EXCEPT SIGNATURE (The numbers listed below correspond to the numbered boxes on the application form.)

1. Print your full legal name. Do not use nicknames. The printed name and the signature on the application and the fingerprint card must be the same. *NOTE: We recommend that you use the name that is on your identification card. If your I.D. lists your maiden name but you are using a married name, use the married name as the main name and the maiden name as the AKA. If your signature is missing on the application or fingerprint card, the application will be returned.*
2. List all other names you have ever used. *NOTE: This includes aliases such as 'Beth' if used as a legal name.*
3. Print your complete residence address. *NOTE: City names must be spelled out. Abbreviated city names will not be accepted. Make sure your full residence address is on the fingerprint card and either your full residence address or mailing address is on the Live Scan form.*
4. Print your complete mailing address, if different than residence address. **Once you are registered, failure to notify the TrustLine Registry Program of a change of mailing address within 10 days of your move will result in your name being removed from the Registry.**
5. List your date of birth, sex ("M" for male or "F" for female), height, weight, eye color, and hair color. *NOTE: You must be 18 years of age or older to apply for the TrustLine Registry.*
6. a) Print your social security number (SSN). Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798 et seq.), notice is given for the request of your SSN on this form. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check. The law requires that you complete a background check (Health and Safety Code Section 1596.603). The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code Section 1798 et seq.). Under the California Public Records Act, the Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.
- b) Print your identification number, which is required. *NOTE: You must list one of these four I.D.s: California Driver's License; California I.D. Card; Alien Registration Card; or a numbered, picture I.D. issued from a state other than California. If the application has only a SSN without one of the four acceptable I.D.s, it will be returned.*
7. List a daytime and evening telephone number.
8. **TRANSFER PROCESS:** Mark the appropriate boxes **Yes or No**. If yes, submit the Facility number where you are licensed or currently working or your personal identification number. (Fingerprints are not required; however, a copy of your photo I.D. must accompany the application.)
9. Read the instructions and mark the appropriate box **Yes or No**. Your signature is required. *NOTE: If you mark "yes", be sure to enclose a statement describing the conviction or child abuse investigation.*

Applicant have you.....

- 1) Used exactly the same name on the application and fingerprint card/Live Scan form?
- 2) Included the appropriate identification number (i.e. California Driver License)?
- 3) Had your prints taken on an FD-258 fingerprint card or submitted your prints through Live Scan?
- 4) Signed and dated the application?

OFFICIAL USE ONLY

10. Resource & Referral (R&R) or Payment Program (CWD or APP) address.
11. **County Welfare Offices - Instructions**
 - a) Fill in County and County I.D. number.
 - b) Place a check after the program that is funding the child care: CalWORKs Child Care Program Stage 1 or Cal Learn.
 - c) Fill in the family's case number assigned by the County Welfare Department.
 - d) Enter the worker's name, phone number and signature on the lines provided. (If the R&R is completing this section using the TrustLine referral form, the county case worker signature is not required.)
12. **Resource & Referral/Alternative Payment Program - Instructions**
 - a) Place a check after the program that is funding the child care: Stage 1, Stage 2, Stage 3, CCDBGAPP (Including local FBG) and GFAPP (General Fund APP and Respite).
 - b) Complete the county, R&R and APP with appropriate I.D. numbers including the Community Colleges.
 - c) Enter the case number if the Payment Program assigns a case number for tracking purposes.
 - d) If this is a referral from CWD, include worker name and phone number.
 - e) The R&R worker will sign the eligibility statement and forward the application to CDSS.